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Civil Engineering

DORMITORY MANAGEMENT

----- Compliance with this publication is mandatory -----

This instruction implements AFD 32-60, *Housing*. It establishes a consolidated dormitory management program and defines responsibilities and operational procedures. It applies to all AETC personnel on installations where the number of dormitory sleeping rooms earn dormitory manager authorizations.

1. Philosophy. The Department of Defense (DoD) philosophy advocates permanent party dormitory residents should receive the same level of service as residents in government family housing units. This will be achieved by providing privacy to dormitory occupants through single room assignments as budget and facilities allow, through a high level of maintenance at change of occupancy, and through good stewardship of the Air Force basic allowance for quarters (BAQ) funds by maintaining a 90 percent occupancy rate.

2. Consolidated Dormitory Management (CDM):

2.1. CDM is the command standard for managing permanent party enlisted dormitories in AETC. Under CDM, dormitory managers are aligned under the civil engineer housing flight and are supervised by the housing flight chief. CDM provides day-to-day professional management of dormitory assets and seeks to improve quality of life for residents.

2.2. Unit commanders and first sergeants play an important role in CDM. They must ensure dormitories meet housekeeping and sanitation standards established by the installation commander. When deficiencies arise, unit commanders and first sergeants take corrective measures. Inspections (sanitation, fire, building maintenance, supply inventory, etc.) should coincide with one another, when possible, to minimize intrusions on the privacy of dormitory residents.

3. Guidelines for Related Programs:

3.1. Training squadrons will manage their pipeline student dormitories following the procedures in AFI 32-6005, *Unaccompanied Housing Management*

3.2. The housing flight will use AFI 32-6005 to manage unaccompanied officer quarters (UOQ) and unaccompanied noncommissioned officer quarters (UNCOQ).

3.3. Although the CDM is a part of the housing flight, all costs associated with operation of dormitories must continue to be paid with base O&M (3400) funds.

4. Support Agreements. Intraservice and interservice units on an AETC installation will follow the CDM concept of the host base.

5. Procedures:

5.1. Unit integrity will be maintained as long as it does not cause the base dormitory occupancy rate to fall below 90 percent. To meet Air Force standards of occupancy, dormitory assets will be distributed equitably among using

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organizations. If the base-wide occupancy rate falls below 90 percent, personnel in grades E-4 and below will not be permitted to move off base and receive BAQ.

5.2. When an individual arrives at a base and unit dormitory space is not available, assign the individual to an available dormitory room until space in the unit dormitory is available. In this circumstance, moves between dormitory rooms will be considered a directed move for the purpose of reimbursing individual expenses to reconnect telephone and cable television services. As an option, the base may designate hospitality rooms for use by all units as temporary quarters until space in the member's unit dormitory is available. Hospitality rooms will be managed by CDM.

5.3. Within a unit's dormitory area, group shift workers by floors, wings, areas, etc., and away from vehicle and pedestrian traffic as much as possible to minimize disruption of their sleeping schedules. In double-occupancy rooms, smokers will be housed with smokers and nonsmokers with nonsmokers. If smokers and nonsmokers must be assigned to the same room, the rights of the nonsmoker will prevail. Smoking is not permitted in game rooms or lounges.

5.4. If personnel are temporarily assigned to a dormitory room belonging to another unit, their room will be inspected by the commander or first sergeant of the unit having responsibility for that dormitory. Report discrepancies to the member's commander or first sergeant for necessary measures.

6. Responsibilities:

6.1. The installation commander:

6.1.1. Implements and enforces this instruction.

6.1.2. Ensures new BAQ payments are not authorized if the base-wide dormitory occupancy rate is below 90 percent.

6.1.3. Authorizes BAQ when the total base-wide occupancy of priority 1, 2, and 3 personnel residing in the unaccompanied enlisted quarters (UEQ) and UNCOQs exceeds 90 percent. This authority may be delegated to the support group commander, base civil engineer, or housing flight chief.

6.1.4. Determines those members required to live on base for reasons of military necessity, readiness, or discipline. Approves requests for off-base residency (with allowances) and priority assignment to on-base quarters, based on hardship. Approves or disapproves requests for on-base residency submitted by personnel experiencing a hardship. This authority may be delegated to the support group commander.

6.1.5. Sets base standards for behavior and housekeeping within dormitories and surrounding areas.

6.1.6. Determines inspection criteria for room and common-use areas and for termination of assigned quarters. Establishes termination standards similar to those used in family housing.

6.1.7. Conducts only essential inspections.

6.1.8. Provides appropriated funds to operate and maintain dormitories.

6.1.9. Ensures dormitories meet installation standards established by the base quarters improvement committee (QIC) and delineated in the quarters improvement plan (QIP).

6.2. The wing senior enlisted advisor (SEA):

6.2.1. Ensures the policies and procedures established by the installation commander are understood and followed by dormitory residents, managers, first sergeants, and commanders. This can be accomplished in concert with the housing flight chief, commanders, and first sergeants.

6.2.2. Coordinates with the housing flight chief, commanders, first sergeants, and dormitory managers to promote and improve the quality of life in dormitories.

6.3. The base civil engineer:

6.3.1. Ensures dormitory maintenance and repair are accomplished in a timely manner.

6.3.2. Develops long-term plans and programs for dormitory use, repair, renovation, and replacement as required. Incorporates the furnishing plan provided by the QIC into the civil engineer O&M budget to repair and replace furniture on a systematic basis. Plans may be separate documents or a part of the base general plan. Planning should be done in conjunction with the senior leadership, the housing flight chief, the base QIC, and the furnishings management office (FMO).

6.4. The housing flight chief:

6.4.1. Implements the installation commander's policies for managing and controlling permanent party dormitories.

6.4.2. Ensures dormitory managers are adequately trained in managing dormitories.

6.5. The unit commander or first sergeant:

6.5.1. Performs periodic and required inspections of individual rooms using the criteria determined by the installation commander to maintain reasonable discipline and cleanliness standards for dormitory residents.

6.5.2. Coordinates with dormitory managers and the housing flight chief on matters pertaining to dormitory living.

6.5.3. Schedules dormitory residents for bay orderly duties and provides a roster to the CDM office (CDMO).

6.5.4. Investigates vandalism in dormitories, altercations, unreasonable noise, etc. (The CDM will assist as requested, but is not responsible for the investigation.)

6.6. The dormitory manager:

6.6.1. Provides one-stop processing for dormitory residents.

6.6.2. Coordinates with the housing flight chief, unit commanders, or first sergeants on important matters that pertain to dormitories.

6.6.3. Keeps the housing flight chief apprised of dormitory status and exceptions to normal operations. Discusses problem areas and takes action as directed.

6.6.4. Initiates an AF Form 594, **Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Redetermination**, if required, and sends it to the housing flight chief for authentication upon assignment or termination of quarters.

6.6.5. Maintains daily audible occupancy records using AETC Form 321, **Dormitory/Transient Housing Occupancy Report**, or the automated Dormitory Information Management System (DIMS).

6.6.6. Briefs residents on their responsibilities.

6.6.7. Issues keys and linen to incoming occupants.

6.6.8. Prepares and submits DD Form 2085, **Unaccompanied Personnel Housing (UPH) Inventory and Utilization Data**, and, at training wings (technical training), AETC Form 515, **Dormitory/Transient Housing Utilization Report**. (See AFI 32-6005 for frequency.)

6.6.9. Defines specific duties, responsibilities, and authorities for bay orderlies and dormitory chiefs (where

they exist). Briefs and supervises residents detailed for common use and exterior area cleanups and self-help projects. Provides them with required equipment and instructions. Ensures bay orderlies clean dormitory common-use areas (hallways, stairwells, dayrooms, etc.), dormitory grounds, and parking areas (including policing area, mowing grass, etc.) according to health, sanitation, and safety directives.

6.6.10. Ensures supplies required for interior or exterior maintenance are available. Orders, controls and distributes expendable supplies for dormitory use.

6.6.11. Performs inspection of work in interior and exterior common-use areas to ensure the condition of the dormitory, grounds, and parking areas complies with installation directives. Ensures deficiencies are corrected. Periodically reviews condition of rooms to ensure facility and furnishings meet installation standards.

6.6.12. Performs building manager duties for assigned dormitory buildings. Makes timely inspection of work done by contract (for example, custodial services contract, contract maintenance, etc.) to ensure accurate completion. Serves as an energy conservation monitor for assigned facilities. Accompanies fire inspectors, initiates corrective action for noted fire hazards, and maintains facilities in a safe condition.

6.6.13. Requests, schedules, and coordinates change of occupancy maintenance per paragraph 9.1 of this instruction.

6.6.14. Reports dormitory furnishings maintenance and repair requirements to the FMO and dormitory facility and equipment requirements to the civil engineer squadron (CES). Keeps accurate records of these actions.

6.6.15. Reports to the appropriate CES office those work requirements related to buildings and installed equipment and monitors work progress. Logs all requests for work (for example, service call, AF Form 332, **Base Civil Engineer Work Request**, etc.) sent to the CES organization. Maintains file copies and follows up with appropriate CES office to determine status.

6.6.16. Initiates verbal requests for emergency or urgent work service (by telephone or walk-in) to the appropriate CES function.

6.6.17. Reports to the quality assurance evaluator (QAE) contract equipment (for example, washers, dryers, etc.) needing maintenance or repair.

6.6.18. Processes AF Form 332 for all self-help work done by dormitory occupants in dormitory facilities, including common-use areas and individual rooms. The

AF Form 332 for improvement (except repair) work should be coordinated with the QIC to make sure there are no conflicts with approved base plans. Performs minor maintenance and repair tasks allowed by base directives through the local self-help store.

6.6.19. Determines requirements for furniture and supplies and submits them to the housing flight chief for presentation to the QIC and for inclusion in the overall housing flight and civil engineering O&M (3400) budget.

6.6.20. Signs for individual room and common-use area furniture, appliances, recreation equipment, and supplies from the FMO using AF Form 228, **Furnishings Custody Receipt and Condition Report**.

6.6.21. Ensures maintenance equipment (for example, buffers, vacuum cleaners, lawn mowers, etc.) is procured and maintained in a safe, serviceable condition.

6.7. Dormitory residents:

6.7.1. Are responsible for the routine maintenance, minor repair, and housekeeping that would be expected of tenants in private housing or similar type and value.

6.7.2. Perform their housekeeping duties in dormitories and surrounding areas. Perform grounds maintenance as required by local base policy.

6.7.3. Are liable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the occupant or guest and for failure to satisfactorily clean an assigned room on termination.

6.7.4. On initial room assignment, inventory furniture, annotate furniture's condition, annotate the room's physical condition, and sign an AF Form 228. Room assignments will not be terminated until all property has been accounted for and payment made or a report of survey initiated for any damage judged by the inspecting dormitory manager to be beyond fair wear and tear.

6.7.5. Report to the dormitory manager (or if unavailable, to the security police or the unit's first sergeant) intentional damage of furnishings, equipment or the facility.

6.7.6. Clean quarters according to base standards before room assignments are terminated.

6.7.7. Advise the dormitory manager of required facility and furnishings maintenance.

6.7.8. Advise CDMO at least 45 days in advance of pending termination of assigned dormitory space and arrange for a pre-final and final inspection.

7. Assigning Quarters:

7.1. The CDMO assigns unaccompanied personnel to quarters on AF Form 291, **Unaccompanied Quarters Assignment-Termination Record** (or by automated methods if DIMS is used), as soon as possible after their arrival on base. The CDMO also advises member of dormitory standards, answers inquiries, and determines room assignment.

7.2. When a 90 percent dormitory occupancy is reached on the installation, members who want to reside in community housing are picked from a voluntary waiting list (maintained by CDMO) according to seniority (without regard to unit affiliation), and they are authorized to live off base and draw BAQ. All persons authorized to reside off base must process through the housing referral office before entering into off-base housing agreements.

8. Termination of Quarters. Termination of assigned dormitory room is accomplished in two phases:

8.1. Prefinal Inspection:

8.1.1. This inspection will be conducted by CDM sufficiently in advance (30 to 45 days) of vacating dormitory space so change of occupancy maintenance (COM) and repairs can be scheduled and accomplished without delay. The condition of all items assessed during the initial occupancy inspection will be noted and compared. The items required to be accomplished during COM will be determined during this inspection. The CDM representative will then provide this list to zonal maintenance or a contractor who will accomplish COM.

8.1.2. Residents will be informed of their responsibilities for any damaged or missing property and of the alternatives for making restitution. Any claim against the resident must be initiated immediately to permit settlement before the resident departs the installation. The resident must also be informed in writing of the quarters cleanliness standards that will be expected at final inspection (see attachment 1). Bases will develop local procedures for rooms with two residents.

8.2. Final Inspection. The final inspection will ensure the standard of cleanliness established by the installation commander is met. If there is damage to facility or furnishings, the CDM representative gives the resident the options for making restitution. The correction of minor items may be accomplished during the final

inspection. (If the unit fails inspection, reinspection is scheduled at the earliest mutually acceptable time to minimize delay of the resident's departure.) On the date of the final inspection, all personal property must be removed from the room. On successful completion of the final inspection, the room key must be turned in to CDM. If the person is moving off base, BAQ is not authorized until the final inspection and checkout are satisfactorily completed. If termination affects BAQ, the CDM will prepare an AF Form 594 and forward it to the housing flight chief for authentication. Bases will develop local procedures for rooms with two occupants.

9. Change of Occupancy Maintenance (COM). During the prefinal inspection, the CDM representative will identify maintenance required to make the unit ready for the next resident. Items needing repair or replacement will be identified on AF Form 1219, **BCE Multi-Craft Job Order**, and forwarded to the appropriate CES shop for action. Attachment 2 is a sample of items to be checked. This list applies to single-occupancy rooms and may be expanded to meet local base needs. Bases will develop local procedures for rooms with two residents.

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2 Attachments

1. Unaccompanied Housing Cleaning Standards
2. Room Maintenance Checklist

UNACCOMPANIED HOUSING CLEANING STANDARDS

A1.1. Guidelines. The vacating occupant is responsible for ensuring quarters meet cleaning standards as described below. The CDMO representative may reduce or delete some normal requirements due to scheduled maintenance and repair to avoid any unnecessary cleaning by the member.

A1.2. Standards. The following items are usually inspected:

A1.2.1. Refrigerator. Defrost, if not self-defrosting, and wipe down the inside, the accordion fold gasket, and accessible outside surfaces to remove grease and food particles. (Accessible outside surfaces are normally the top, front, and sides that are not against walls or cabinets.) After cleaning, ensure the refrigerator is reconnected to the electrical outlet.

A1.2.2. Vanity Sink and Faucets. Remove soap residue,

stains, and excessive lime or calcium deposits.

A1.2.3. Walls, Ceilings, Woodwork, and Doors. Spot-clean accessible areas to remove stains, grime, cobwebs, excessive dirt, contact paper, and sticky residue. Normally ceilings require only removal of cobwebs.

A1.2.4. Light Fixtures. Clean or dust (determined by base due to various types of light fixtures).

A1.2.5. Bathrooms. Occupants will remove all personal items from the bathroom prior to final inspection.

A1.2.6. Wardrobes and Closets. Remove contact paper (if installed). Clean and remove dirt inside and out.

A1.2.7. Floors. Vacuum.

A1.2.8. Blinds. Wipe free of dust.

ROOM MAINTENANCE CHECKLIST

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| A2.1. Is the baseboard in place and secure? | A2.7. Is the curtain rod secure? |
| A2.2. Do walls and doors, to include bathroom, need painting? | A2.8. Does the exhaust fan in the bathroom work? |
| A2.3. Are closet and wall locker doors functional? | A2.9. Does the commode flush properly? |
| A2.4. Does the refrigerator work? | A2.10. Does the shower have adequate water pressure?
Does the shower head need replacement? |
| A2.5. Do windows open and close properly? | A2.11. Are there any loose tiles in the bathroom? Does the tile need to be regROUTed? |
| A2.6. Does carpet need cleaning, repair, or replacement? | A2.12. Do the blinds operate properly? |